



RESPONSIBILITY OF CONTEST CHAIR

- ✓ **CONTEST LOCATION** will be located in Hutchinson, Kansas. Contest chair is responsible to set-up competition prior to the contest and take down and clean up after contest is completed.
- ✓ **CONTEST EQUIPMENT** will be provided by the contest chair and his/her contest judges contacts. SkillsUSA Kansas has a storage unit in Hutchinson and it is available to all contests to storage equipment and materials from year to year.
- ✓ **CONTEST MATERIALS** will be provided by the chair and his/her contest judges contacts
- ✓ **CONTEST PRIZES** will be provided by the chair and his/her contest judges contacts
 - Contest prizes consists of High School Gold, Silver, and Bronze Medalist and College/Postsecondary Gold, Silver, and Bronze Medalist (6 prizes if individual contest or multiple prizes for team contests)
 - All contest prizes must be submitted to the prize committee prior to the contest, (Preferably brought to the Chair Luncheon in March or morning of contest).
- ✓ **CONTEST DETAILS:** Contest details and score cards are revised annually to keep up with industry standards. The chair is responsible in turning in revised outline of the contest stations, scoring rubric, and confirmation list of chair, co-chair, and judges and a contest schedule outline by January 30th annually to the State Director. (COI Form)
- ✓ **CONTEST SIGNAGE:** We ask all contest chairs and judges to bring company signage to hang in contest areas during the Kansas State Championships. Signage helps us promote who is sponsoring our State Championships.
- ✓ **CONTEST ATTIRE:** We ask all contest chairs and judges to wear company logo shirts when conducting the contest. This helps us promote your company and who is sponsoring the contest.
- ✓ **CHAIR PACKETS:** Contest Chairs are responsible to pick up their contest packet the day of contest from the SkillsUSA Headquarters Office (Location to be announced). The packet will consist of:
 - Contest Technical Standards and Guideline
 - Required contest attire outline for contestants
 - Written test scantron sheets & pencils if needed for your competition
 - Badges for Judges, Chair, and Co-Chair

- Printed documents sent to the SkillsUSA Office to be printed for competition
- Grievance Form
- 501 3(c) Donation Form
- Emergency contact document

Contest Chairs are also responsible to make sure all contest materials are returned to the SkillsUSA Office prior to leaving the facilities and Score Cards are reviewed one last time with SkillsUSA Headquarters. Once score cards are finalized, contest chair or score keeper will sign medalist document for verification by 5:30 PM day of contest. If contests scores are not submitted by deadline, this could result in no awards from your contest being presented during the Award Session. Important that all score cards and contest materials be turned in on time.

- ✓ **SCORE CARDS:** Score cards will be distributed electronically to the contest chair. It is extremely important to not adjust any part of the electronic score card unless you notify the SkillsUSA Headquarters office first for steps in doing so. It is extremely important to keep all scores confidential! Judges are not to share the paper scores with other judges or have conversation with contestants on how they scored. Even words such as, "You did an outstanding job" is unacceptable until all scores are uploaded and revealed on the website. Only the chair and/or the person inputting the scores on the Official Electronic Score Card are allowed to see final scores.
- ✓ **GRIEVANCES:** Contestants have the right to file a grievance if they believe the Technical Standards and Guidelines have been violated. If a grievance is filed, it must be filed by 5:00 pm the day of the contest. The Chair of the contest and members (1-3) of the SkillsUSA Board of Directors will meet and resolve the grievance prior to the awards ceremony. Whatever the chair and the board members decide is the final decision.
- ✓ **PHOTOGRAPHS DURING CONTEST:** SkillsUSA Kansas has a designated photographer that will enter the area of competition to take pictures of students competing. The SkillsUSA Photographer may be identified with a SkillsUSA STAFF Badge. Anyone outside the SkillsUSA Staff is not allowed in competition areas. Bystanders may watch while competition is going on, but no one is to be talking or walking around contestants in non-designated areas.
- ✓ **FACILITIES HOST:** Contest Chairs are responsible to communicate with the board approved facilities host at Hutchinson Community College and/or Hutchinson Career Technical Academy in arrangements for their competition. All competitions taking place at the Fairgrounds will communicate directly with the State Director or assigned coordinator. Each location, day of competitions, will have a designated SkillsUSA Staff member assigned to the facilities to assist with last minute errands or set-ups.
- ✓ **LUNCH, DAY OF CONTEST:** SkillsUSA provides box lunches for contestants, judges, contest chair, and co-chair day of competition. It is important that contest chairs report by February 15th their final number and listing of judges, chair and co-chair on the COI Form and send it to the State Director. This is a strict deadline and must have all lunch counts totaled and submitted if your team wants lunch provided to them.

- ✓ **CHAIR, CO-CHAIR, JUDGE GIFTS:** SkillsUSA provides a gift of appreciation to all chairs, co-chairs and judges. Gifts will be distributed to the contest chair during lunch by the Courtesy Corps team. The chair then can present this gift to their team of judges who helped administer the contest.
- ✓ **WEBSITE PRESENCE:** SkillsUSA Kansas showcases all companies who contribute time, prizes, sponsorship etc. to SkillsUSA. Please submit your company logo to the SkillsUSA State Director so your company's logo is displayed in the conference brochure. If your company sponsors funds to help assist in the Championships, the level of sponsorship will also be recognized.
- ✓ **FRIDAY FLASH:** Each week the SkillsUSA State Director publishes a Friday Flash Newsletter. Companies who contribute to SkillsUSA Kansas are welcome to post job listings *free of charge* and/or submit an article about their company in the newsletter. Send information to the State Director bwarren@ksde.org
- ✓ **SPONSORSHIP:** SkillsUSA Kansas is always looking for companies who will sponsor student scholarships, student leadership training, student internships, SkillsUSA Kansas sponsored workshops, conferences, etc. The organization is a 501(c)3 nonprofit, educational organization, and will honor tax deductible donations. Each donor is to fill out the Donation Receipt Form and submit it to the State Director. Once all contributions have been verified, the State Director or Board of Director will sign the form as a receipt for the donations.
- ✓ **AWARDS CEREMONY:** SkillsUSA Kansas honors all contest chairs and their companies during the awards ceremony. Chairs are given the honor in placing medallions around the neck of their contest winners. After awarding the winners their medallions, contest chairs then will escort winners to the prize room where they present the donated prizes to the winners and pose for a picture that will be used in campaign materials and published articles.
- ✓ **FORMS:** The annual Collection of Information (COI) Form is emailed to contest chairs in the Fall semester to gather the following information as you prep for your contest:
 - COI FORM
 - Name of Contest (This name is set by the National SkillsUSA Organization)
 - Date of Contest (Set by the State Organization)
 - Location of Contest (Set by the State Organization)
 - Time of Contest Orientation & Written Tests
 - Time Contest Begins
 - Time Lunch is Served
 - Time Contest Ends and Debrief
 - Time Contest Take Down and Cleanup
 - Award Ceremony: (Set by the State Organization)
 - Contest Chair Information
 - Contest Co-Chair Information

- Contest Judge Information
- Contest Assistant Information
- Contest Score Keeper Information
- Award Attendance Confirmation
 - Company Logo
- Contestant Attire Requirements
- Score Card
- Contest material or equipment request
- T-shirt Sponsorship
- Contest Medalist Prizes for both High School and Postsecondary

Deadline to submit these forms to the SkillsUSA Director is January 30th.

- ✓ **CONTEST CHAIR LUNCHEON:** SkillsUSA host a Contest Chair Luncheon in March as an appreciation for your services to SkillsUSA. As you arrive, you will sign in and pick up your contest packet of information that we have collected from you throughout the year and review it one last time before the Kansas State Championship Conference. Any revisions needed to the materials within your packet must be corrected prior to you leaving the luncheon. After the luncheon, all score cards, judges scoring rubric sheets, and list of judges will be uploaded and locked into the system. All added material or equipment needs will be resolved and be prepared for day of competition.
- ✓ **CONTEST CHAIR PLAQUE:** A Contest Chair Plaque is given to chairs that serve SkillsUSA through our championships. Each year that person serves as the Contest Chair they receive a “year plate” to add to their Contest Chair Plaque. We ask that chairs display their plaque in their company’s office so others can see the commitment to SkillsUSA and the students of Kansas. Each year we distribute the plaques and year plates during the Contest Chair Luncheon in March.

NOTE: The State Director is here to assist you. We want your contest to be successful and everyone to have a great experience. If at any time you need anything, please don’t hesitate to call or email:

SkillsUSA Kansas State Director: Becky Warren

PHONE: 620-820-9367

EMAIL: bwarren@ksde.org